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44 8A St - Al Beda's, Dubai,
United Arab Emirates

EDUCATION

Bachelor of Science in
Management, Accountancy
and Finance

**Eastern University of Sri
Lanka, Trincomalee Campus**

Completed diploma in
Computer-Based Accounting
(Sage 50, MYOB, QuickBooks,
Peachtree, MS Excel)

**Esoft Metro Campus,
Trincomalee**

Following Diploma in,
Logistics & Supply Chain
Management

**Esoft Metro Campus, Sri
Lanka**
October 2022

Following Foundation Level of
Chartered Accounting
**Chartered Institute of Sri
Lanka**

G.C.E Ordinary Level
Examination
**Nugawela Boys College,
Nugawela, Kandy, Sri Lanka**

HIRAN DINUSHA

PROFESSIONAL SUMMARY

Energetic employee well-versed in strong communication and organization skills. Seeks solutions to problems and applies extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects.

WORK HISTORY

January 2022 - July 2024

Browns Engineering and Construction - Senior Stock keeper, Colombo, Sri Lanka

Maintained strong partnership with Operations Manager to keep alignment and timely communication. Engaged with all stores function manual & inventory management system. (GRN,MRN,MTN,MIN)

- Maintain store material buffer level & material requested main Warehouse, client & suppliers.
- Material issued & return to sub-contractor, in house team.
- Monitoring Warehouse maintenance team assistance and cleaning. (handling and stacking of all the stocks)
- Daily weekly & monthly inventory report check and documentation record keeping.
- Control, monitoring, inspect and improving the day to day activities of the warehouse.
- Responsible in Receiving and dispatching goods.
- Report to management all damage and near expire goods.
- Calculate site wise cost reports of completed sites for the monthly management reports.
- Store in hand tools, materials stock & team in hand tools, materials stock has been checked by doing monthly sign off and reporting sign off sheet. (Ms Excel =Pivot +Vlookup)
- Clearance reports mail for resign employee and teams.
- Office infrastructure, machine store & records maintains.
- Arrange interviews for new recruitment Assistants Storekeeper, helpers & Guide them training period.

March 2020 - January 2022

Browns Engineering and Construction - Stock Keeper, Colombo, Sri Lanka

- Receipt of goods to the warehouse and return of goods from the warehouse are recorded in the company's IMS system.
- Material Issued team, subcontractors and sub office.
- Warehouse maintenance, team assistance and cleaning. (stacking of all the stocks)
- Daily, weekly & monthly inventory report check and documentation record send to Storekeeper.
- Control, monitoring, inspect and improving the day to day activities of the warehouse.
- Supporting to Store helpers for their day to day work.
- Support to Teams for arrange access permission in the store.
- Quality and quantity checking in Receiving and dispatching goods.
- Reporting to store keeper for all damage and near expire goods.
- Calculate site wise cost reports of completed sites for the monthly management reports.
- Store in hand tools, materials stock & team in hand tools, materials stock has been checked by doing monthly sign off and reporting sign off sheet. (Ms Excel =Pivot +Lookup)
- Supporting to store keeper for preparing Clearance reports.
- Supporting to purchasing manager for sample checking process.

G.C.E Advanced Level
Examination - (Commerce
stream)
**Sri Sumangala College,
Kandy**

LANGUAGES

English

Advanced

Sinhala

Fluent

Hindi

Beginner

Tamil

Beginner

REFERENCES

Mr. V.N.C. Fernando Civil
Engineer " Central
Engineering
Consultancy Bureau No:
415, Baudhaloka
Mawatha, Colombo 7 "
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Mr. Udarana Thilinajith -
Quantity surveyor
"Ali&Sons Contracting
company"
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Mr. Malinga Dunuweera
Operation manager
Browns Engineering &
Construction. +9471 2488
248

February 2018 - March 2020

Daime SLK (Pvt) Ltd FMCG - Warehouse Assistant Store keeper, Kandy, Sri Lanka

- Picked, packed and dispatched high-volume orders, consistently exceeding warehouse performance targets.
- Maintained clean, safe and orderly warehouse space.
- Prepared items for timely dispatch and safe transportation.
- Cleaned and maintained warehouse equipment to guarantee proper working order.
- Monitored stock levels to reorder replenishments in good time.
- Weighed individual items, boxes and containers and documented official numbers.
- Reported issues and damages to senior warehouse staff, enabling prompt, effective resolutions.
- Performed tagging and labelling of warehouse inventory.
- Controlled booking slot allocation for smooth stock movement.
- Training with inventory management system and manual (MRN, GRN, MTN, MIN).
- Stationary item issue for office staff and record maintain.
- Daily stock count and BIN card update

December 2016 - October 2017

Mediscribe PVT LTD - Trainee accountant, Kandy, Sri Lanka

- Monitored accounts payable and receivable statuses, keeping financial records up-to-date.
- Organized physical documentation of financial records in required formats and according to proper bookkeeping principles.
- Supported bookkeeping activities to maintain accurate and up-to-date records.
- Balanced reports to submit for approval and verification.
- Scanned financial records, locating and correcting any errors.
- Applied accounting and bookkeeping knowledge to identify areas of weakness and opportunities for improvement in financial systems.
- Oversaw work of junior accounting assistants and bookkeeping clerks handling extensive business financial information.
- Worked under guidance of accountants to prepare financial data in correct formats.
- Employed Microsoft Excel skills to organize and manipulate large data sets.

SKILLS

- | | |
|------------------------|------------------------------|
| • Problem-solving | • Inventory audits |
| • Communication skills | • Stock forecasting |
| • Leadership | • Warehouse operations |
| • Inventory management | • Product labelling |
| • Accounting | • Stock management |
| • Troubleshooting | • Just In Time stock control |
| • Data entry | • Store Management |
| • Quality Control | • Team Leadership |
| • Process Management | • Book keeping |

I hereby certificated that the aforesaid particulars are true and accurate to the best of my knowledge.

Hiran Dinusha